



NAVICP -- MECHANICSBURG, PA
HUMAN RESOURCE SERVICE CENTER - NORTHEAST
*** V A C A N C Y A N N O U N C E M E N T ***

POSITION: INFORMATION TECHNOLOGY SPECIALIST (SECURITY), GS-2210-11	ANNOUNCEMENT: MEC-01-0221
LOCATION: NAVICP, CODE 871 MECHANICSBURG, PA	OPENING DATE: 19 NOVEMBER 2001
SALARY: \$\$47,478-\$61,720	CLOSING DATE: 3 DECEMBER 2001
AREA OF CONSIDERATION: NAVSUP Claimancy Wide	
WHO MAY APPLY: Appointable candidates <u>within the area of consideration</u> who meet all requirements for this position as of the announcement's closing date. Appointable means career or career-conditional employees.	

INQUIRIES: Patricia Wardlow 215-408-5192 DSN243

TYPE OF APPOINTMENT: Temporary, Not To Exceed One Year. May be made permanent without further competition upon clearance of PPP.

DUTIES OF THE POSITION: This position is that of a Computer Specialist (Security) in the Resource Management Department of the Nuclear Reactors Supply Chain Management Directorate (NRSCM), Naval Inventory Control Point (NAVICP). NRSCM is a vertical organization responsible for buying and stocking nuclear repair parts and components, preparing reactor plant allowance lists, outfitting nuclear-powered ships and providing program support for Defense Logistics Agency material used in Naval reactor plants. The Directorate is made up of four other departments: the Support Determination Department, the Material Management Department, the Nuclear Supplier Value Management Department, and the Customer Value Management Department.

The incumbent serves as the Directorate Automatic Information Systems Officer (DASO). Employs Automatic Information Systems (AIS) security program requirements upon all systems. Participates in the implementation, development, coordination and management of security regulations, procedures, software and controls of computer systems, Local and Wide Area Networks (LAN/WANs) to ensure accomplishment of security requirements. Manages, develops and implements ADP security methodology and techniques used for the protection of Navy Nuclear Propulsion Information (NNPI) to preclude damage, destruction, unauthorized access, manipulation or modification of automated systems. Analyzes systems and recommends changes to work processes, design, and programming techniques to preclude security problems. Justifies changes to operators, users, computer systems analysts, programmers and LAN Managers to improve ADP Security controls. Reviews system documentation, operating instructions, policies and program coding to identify security measures provided, and develop procedures to implement within the local environment. Makes recommendations to improve ADP security and maintain a high level of personnel security awareness.

Monitors system status reports, input/output summary reports, system failure reports, system audit trails, security violation and incident reports and other security related document to ensure immediate identification of potential security breaches. Monitor computer systems to ensure authorized use, to facilitate protection against unauthorized access and to verify the security of the system. The incumbent helps to maintain network security by assisting in the functions such as maintaining an inventory of all software programs.

Investigates and prepares incident reports, and security documentation to identify cause, and provide recommendation, cost effective-corrective action or further investigation. Review specifications for all ADP-related purchases to assure they include security requirements. Assures security measures are applied within ADP facilities and systems. Monitors and evaluates changes that affect ADP system security.

Assures the safeguard of risk analysis and certification documentation. Maintains operating systems documentation and modifications to trace security related defects. Establishes and monitors control logs for visitors, customer services and authorized entrances by personnel to controlled areas. Maintains roster of all personnel authorized to access systems and monitors logs of authorized accesses to ADP systems. Monitors Department tape back-up machines to ensure backups are being done and logs maintained.

Administers the original issuance and maintenance of passwords used as security measures for ADP and physical access to controlled areas. Interprets policy and establishes procedures and controls to implement ADP security. Assures compliance with DOD, OPNAV, NAVSEA, NAVICP, and NAVSUP directives to protect classified and 1974 Privacy information. Delineates responsibilities for protection of remote terminals to (TASOs) Terminal Area Security Officers.

Performs certification and re-certification of systems that have sensitivity designations. The certification process includes justification of the need for operations, risk analysis, descriptions of proposed security features, plans for the acquisition, implementation, testing and evaluation of security features, and identification of remaining risks and future plans for countermeasure. Provides security training and indoctrination for users of ADP equipment and conducts individual ADP security briefings and debriefings for new and existing Code 87 employees.

Serves as a member of NAVICP Contingency Planning Team, created for the development of emergency, recovery and back-up plans. Provides technical assistance to the command Information Systems Security Manager upon request. Maintains the overall security of the assigned system and associated files by reviewing an inventory of hardware and software, monitoring system activity such as the assignment of passwords and general compliance with security procedures, and maintains liaison with all applicable Terminal Area Security Officers (TASOs).

The incumbent also investigates security violations involving classified information for possible compromise affecting national security. Reports prepared on those investigations may serve as the basis-for administrative action or criminal prosecution and upgrade to investigation by the Naval Criminal Investigative Service. The incumbent serves as the ADP Security Manager and performs a variety of special projects as assigned. Studies specific problems, gathers and analyzes information, formulates and presents recommendations and implements solutions. Monitors and evaluates the implementation of necessary ADP security measures.

Incumbent provides automation support for the directorate. Prepares all production reports and graphics for Code 87. Directorate, NAVSEA and NAVSUP require monthly key statistics report and various other brief packages. The incumbent is responsible for these initiatives and associated automation tools to develop the packages and statistical reports. Ensures that the quality of all data included in the brief packages and statistical reports are complete and accurate. If the data provided is incomplete or inaccurate, the incumbent will follow-up with the originator. Incumbent independently handles unusual problems. The incumbent is responsible for the distribution of the documents.

Incumbent assists in the administration of the Secure Local Area Network (LAN). This includes but is not limited to the following functions: ensures efficient distribution of network resources by adding and removing users or workstations when necessary, and helping to maintain a user database. He/she assists in resolving optimum network problems by performing the following

functions: diagnose and repair network problems, review user problems and complaints, provide training to users, and help to maintain the network support automated database. Analyze internal network support database and IT contractor support database metrics and suggest training for recurring problems areas. Coordinate IT contractor support for the directorate.

Provide electronic mail support for the directorate. The incumbent interfaces with the managers of the Mail Post Office to request maintenance to user's mailboxes, to add and remove mailboxes when necessary, to create and manage code specific Mail functions such as Bulletin Boards, Mailing Lists, and Directory changes. The incumbent researches electronic mail problems.

Composes and publishes electronic mail help documents to the directorate as training aids or informational references.

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the GS-09 level. **Specialized experience** is experience that has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position described above.

TIME IN GRADE: Applicants must have served 52 weeks as a GS-09or higher in the Federal Civilian Service.

SPECIAL REQUIREMENTS: Applicant must have or be able to obtain a ADP/Secret clearance.

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS"

button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division, **Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the Bulletin Board as soon as possible in accordance with Article 32, Section 5 of the Negotiated Agreement with AFGE.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer